

**JPL Division 61 Personnel And Technical
Services Manual Collection, 1973
0.3 cubic feet
JPL 52**

History

The JPL personnel office, a part of administrative divisions, changed names four times between 1962 and 1985. Until August 1972 it was in two sections, Sections 611 and 741, a part of Division 61, Office of Administration. In 1972 the two sections combined to form Section 122, Personnel within Division 100, Office of Administration. In 1976 it became Section 612, Personnel within Division 600, Office of Administration. A year later it became Section 610, Employee Services within Division 61, Personnel Resources. This arrangement lasted beyond 1985. The collection includes personnel and technical service's procedures current in 1977, as well as policies created as early as 1963.

Provenance

Leslie A. Lamb, an employee in JPL, Section 610, Human Resources, transferred the collection to the JPL Archives on August 21, 1990.

Collection Arrangement and Description

The collection contains the 1973 version of the JPL Personnel and Technical Services Manual. The manual contains procedural description and policies that pertain to Personnel, Security / Plant Protection, Photography and Technical Information. The policy original dates are February 15, 1962 to June 15, 1973. The manual as accessioned was in a three ring binder separated by index tabs and by specific subject matter. Each manual had a table of contents at the beginning to identify its subject contents.

The present collection was formed by removal of the contents of the binder and placing the contents in 10 file folders. Original page order and subject labels have been retained.

The information in the collection describes employee / administrative services and development, as well as hiring procedures and employee benefits.

Conservation/Preservation

Standard preparations of documents for long term storage were completed.

Separation Statement

No materials were separated from the collection.

Finding Aids

No other finding aid exists.

FILE FOLDER LIST

- | | |
|-------|---|
| Fld 1 | Procedures: Personnel and Technical Services Manual, JPL Division 61 – Table of Contents of the JPL Personnel and Technical Services Manual, January 8, 1963 and May 16, 1963. |
| Fld 2 | Procedures: Personnel and Technical Services Manual, JPL Division 61 – Numerical Index of Personnel Procedures, June 15, 1973. |
| Fld 3 | Procedures: Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:
Daily Reading file: June 15, 1973 and January 2, 1963
Review of Personnel Policies: June 15, 1973 and November 1, 1968
Inventions: January 15, 1963 |

Gathering Subject Matter: January 15, 1963
Preparation of Patent Application: January 15, 1963
Litigation of the Patent Case: January 15, 1963
Non-Patent subject matter: January 15, 1963

- Fld 4 Procedures: Personnel and Technical Services Manual, JPL Division 61 – Compensation Group, Job Titles and Codes, January 1, 1968.
- Fld 5 Procedures: Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:
 Job Titles and Classifications: January 2, 1963
 Classification Merit Reviews: January 2, 1963 and July 1, 1963
 Annual CalTech / JPL Wage Survey: June 15, 1973 and May 23, 1975
 Annual CIT/JPL Wage Survey: January 2, 1963
 Address Change Procedure: January 2, 1963 and June 15, 1973
 NASA Salary Reports: January 2, 1962 to February 1, 1968
 Special Merit Increase Requests: January 2, 1963 and July 1, 1963
 Promotion Requests: January 1963 and July 1, 1963
 Permanent Classification Requests: January 2, 1963 and July 1, 1963
 Replacing or Changing Social Security Cards: January 2, 1963
 Processing Reference Letters: January 2, 1963
 Processing of Completed Status Forms: January 2, 1963
 Distributing Paychecks: January 2, 1963
 CalTech Directory Procedure: January 2, 1963 and February 1, 1968
 Daily Reading File: January 2, 1963
- Fld 6 Procedures: Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:
 Operation of the First Aid Station: January 2, 1963 to June 15, 1973
 Group Life Insurance: January 2, 1963 to February 1, 1968
 Retirement Plan: January 2, 1963 to November 1, 1968
 Extra Hazardous Insurance: January 2, 1963 to June 15, 1973
 New Employee Orientation: January 2, 1963 to June 15, 1973
 Service Recognition Program: January 2, 1963 to November 1, 1968
 In-Plant Development Programs: January 2, 1965
 Compliance Report: February 1, 1969
 Social Security Records: February 1, 1968 to June 15, 1973
 In-Plant Development Programs: January 2, 1963 to June 15, 1973
 Tuition Support Requests: July 1, 1963 to June 15, 1973
 Special Training Requests: January 2, 1965
 Reference Information Requests: February 1, 1968
 Jury Duty: January 2, 1963 to June 15, 1973
 Special Training Requests: January 2, 1963
 Military Service Deferrals: February 1, 1968
 Selective Service: January 2, 1963 and January 2, 1965
 Ride Share: January 2, 1963 and March 1, 1968
 Garnishments, Tax Levies, and Credit Correspondence: January 2, 1963 to June 15, 1973
 Laboratory Procedures: January 2, 1963 to March 1, 1968
 Employee Recreation Club: January 2, 1963 to June 15, 1973
 Reading Rack Material: July 1, 1963 to January 2, 1965

Employee Blood Bank: January 2, 1963 to June 15, 1973
 Associated In Group Donors – United Givers Charitable Annual Employee Solicitation: March 1, 1968
 Aid United Givers Program: January 2, 1963 to January 2, 1965
 Salary Advances: January 2, 1963 to June 15, 1973
 Housing File: January 2, 1963 to January 1, 1968
 Personnel and Technical Services: January 2, 1963 and January 2, 1965
 Secretary Development Center: January 2, 1963 to February 1, 1968
 Tuition Exemption for Sons of Employees: January 2, 1963 to January 1, 1968
 Special Vacation Sick Leave Exception Requests: January 2, 1963 and July 1, 1963
 Public Liability and Property Damage Insurance: January 2, 1963 and June 15, 1973
 Aircraft Insurance: January 2, 1963 and January 2, 1965
 Trip Insurance: January 2, 1963 to June 15, 1973
 Subpoenas: January 2, 1963 to January 1, 1968
 Conference and Symposium Requests: January 2, 1963 to June 15, 1973
 Hearing and Vision Tests: January 2, 1963 and June 15, 1973
 Prescription Safety Glasses: January 2, 1963 to June 15, 1973
 Vitamin Sales: January 2, 1963 to June 15, 1973
 Laboratory Furnished Refreshments: January 2, 1963 to January 1, 1968
 Health Insurance: January 2, 1963 to November 1, 1968
 Leave Without Pay: March 1, 1969
 U. S. Savings Bond Employee Solicitation: June 15, 1973
 Personnel Administration and Supporting Services Division Safety Committee: June 15, 1973
 MBA Program: February 1, 1968

Fld 7 Procedures: Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:

Hiring Procedure: January 2, 1963
 Processing Personnel Requisitions: January 2, 1963
 Recording of Applications for Employment: January 2, 1963
 Application Coding and Routing: January 2, 1963
 On Lab Interviews: January 2, 1963
 Education and Experience Analysis: January 2, 1963
 Employment Advertising: January 2, 1963 and June 15, 1973
 Employee Terminations: January 2, 1963 and October 30, 1967
 Grade Transcripts – Applications: November 1, 1968
 Obtaining Official Grade Transcripts from Applicants: January 2, 1963
 Employee Transfers: January 2, 1963 to June 15, 1973
 Processing of Walk-in Applicants: January 2, 1963
 Processing New Employees: January 2, 1963
 Detailing of Military Personnel: January 2, 1963 to November 1, 1968
 Resident Research Appointments: July 24, 1963
 Layoff and Recall: October 30, 1967 and July 21, 1976
 Coordinating Contractor Personnel: January 25, 1971

Fld 8 Procedures: Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:

Security Responsibilities: January 2, 1963
 Contractor – Employee Clearances: January 2, 1963
 Authorized Visits: January 2, 1963

Employee Clearances: January 3, 1963
 Contract and Facility Clearances: January 2, 1963
 Employee Passes: January 2, 1963
 Security Violations: January 2, 1963
 Terminations: January 2, 1963
 Security Inspections: January 2, 1963
 Visitor Control: January 2, 1963
 Area Control: January 2, 1963
 Foreign Mail Censorship: January 2, 1963
 Security Education Program: January 2, 1963
 Off Laboratory Visits: January 2, 1963
 Foreign National Report: January 2, 1963
 Official Investigators: January 2, 1963
 Off Laboratory Violations: January 2, 1963
 Secret RD Clearances: January 2, 1963
 Special Passes and Badges: January 2, 1963
 General Orders: January 3, 1963
 Deliveries: January 2, 1963
 Telephone Charges: January 2, 1963
 Fire and Accident: January 2, 1963
 Perimeter Gates: January 3, 1963
 Main Gate Procedure: January 2, 1963
 Controlled Areas: January 2, 1963
 Patrols: January 3, 1963
 Standard Practice Instructions: January 2, 1963
 Fire Department, Personnel Qualifications: January 2, 1963
 Hours of Work: January 2, 1963
 Assignment and Duties: January 2, 1963
 Fire Emergency Procedure: January 2, 1963
 Building Classifications: January 2, 1963
 After Hours Fire Procedures: January 2, 1963

Fld 9 Procedure: Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:

Progress Motion Pictures: January 2, 1963
 Photography: January 2, 1963
 Print Orders: January 2, 1963
 Lantern Slides: January 2, 1963
 Transparencies: January 2, 1963
 Process Camera Operations: January 2, 1963
 Negative Development and Storage: January 2, 1963
 Print Finishing and Mounting: January 2, 1963
 Oscillograph Processing: January 2, 1963

Fld 10 Procedure Personnel and Technical Services Manual, JPL Division 61 – Section categories are the following:

Library Related Procedures: February 25, 1963 and April 15, 1963
 Quick Service: January 2, 1963
 Classified Material Processing: January 2, 1963
 Charges: January 2, 1963
 Printing Services: January 2, 1963

Invoicing: January 2, 1963
Document Services: January 2, 1963 to March 11, 1963
Administrative TWX Room: January 2, 1963
Archives: January 2, 1963
JPL / NASA Report Distribution: January 2, 1963
SFOF Documentation: January 2, 1963
General Reports: January 2, 1963
Processing Reports: January 2, 1963
General Graphics: January 2, 1963
Preparation of Brochures: January 2, 1963
Classified Material Handling and Disposition: January 2, 1963
New Employee Indoctrination: January 2, 1963
Astronautics Information: January 2, 1963
Summaries: January 2, 1963
Technical Typing: January 2, 1963
Supplies and Services Procurements: January 2, 1963
Varityping Services: January 2, 1963

CATALOG DESCRIPTION

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Register available in the repository.

Tracings

JPL Personnel Services
JPL Technical Services
JPL Administration

Accession 91-50.